

THOMAS J. VILSACK
GOVERNOR

STEVEN K. YOUNG, DIRECTOR

SALLY J. PEDERSON
LT. GOVERNOR

Dear Targeted Small Business (TSB) Applicant:

In order to qualify for the Targeted Small Business financial and technical assistance programs, you must be certified by this office.

For certification as a TSB, you must, at a minimum, meet all of the following criteria:

- Be located in the State of Iowa.
- Be operating for a profit.
- Have an annual gross income of less than \$3 million computed as an average of the three preceding fiscal years. (Gross income means the total sales less the cost of goods sold plus any income from investments and from incidentals or outside operations or sources.)
- Be 51 percent or more owned, operated and actively managed by one or more women, minorities, or persons with a disability. (A "minority person" means an individual who is Black, Hispanic, Asian, Pacific Islander, American Indian or Alaskan Native American. "Disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual.)

An applicant must comply with all of the program's eligibility standards. A complete list of these eligibility standards can be found under Iowa Administrative Code chapter 25 [481 IAC 25] or on our web site at www.state.ia.us/government/dia/. A copy of the administrative code may also be requested from this office.

When a certification determination has been made, you will be notified by this office.

Enclosed you will find a certification application which must be completed in full. You must also submit all documentation which is pertinent to your business as requested on the enclosed document list. Be sure to include the non-refundable \$25.00 application processing fee.

Do not leave any spaces blank on the application. If a question is not applicable to your business, insert "N/A" in the space provided for your answer. Please give an explanation for each omission.

If you have any questions regarding the certification process, please feel free to contact us at (515) 281-7357. Return the completed application and any attachments to the following address: Iowa Department of Inspections and Appeals, Targeted Small Business Certification Program, Lucas State Office Building, 321 East 12th Street, Des Moines, Iowa 50319-0083.

Sincerely,



Sherry Hopkins
Program Manager

LUCAS STATE OFFICE BUILDING, 321 EAST 12TH STREET, DES MOINES, IOWA 50319-0083

ADMINISTRATION
(515) 281-5457
FAX: (515) 242-6863

ADMINISTRATIVE HEARINGS
(515) 281-4843
FAX: (515) 281-4477

HEALTH FACILITIES
(515) 281-4115
FAX: (515) 242-5022

INSPECTIONS
(515) 281-6538
FAX: (515) 281-3291

INVESTIGATIONS
(515) 281-5714
FAX: (515) 242-6507

Telephone Number for the Hearing Impaired: (515) 242-6515